

Line 1. 1000184908 Unit price per record scanned on demand and made available digitally

Line 3. 1000182647 The Contractor shall provide technology and scanning services for Subsurface Sewage Disposal records across the state of Tennessee, which may include color and wide/oversized format files that exceed 11 inches by 17 inches

Line 4. 1000182457 The contractor shall name each file up to 7 fields per state specification and submit to the state no less than quarterly an inventory of completed scanned files that correspond with the deliverables

Line 5. 1000182456 The contractor shall provide scanning services for up to 5,000,000 pages, including color scanning of designated photos, maps, and charts. Scanning specifications shall include at a minimum OCR processing, DPI no less than 300, and document breaks per file.

### **Specifications:**

**Contract Term – All activities should be completed within 12 months from start date. Earliest possible start date is acceptable to DWR.**

A.1. Line 1. 1000184908 - The contractor shall scan-on-demand paper files and make those records available digitally within 2 business days of the state's request. The contractor shall provide a point of contact and request portal for state use. The contractor shall also provide updated weekly progress reports of scan on demand requests fulfilled and outstanding. Estimated scan on demand amount = Average of 5 requests per day per county for files in contractor's possession. Total Requests is based on the contractor's project plan and execution.

A.2. Line 3. 1000182647 - The Contractor shall provide technology and scanning services for Subsurface Sewage Disposal records across the state of Tennessee that exceed 11 inches by 17 inches, which may include color format files. The contractor shall provide services per the approved project plan referenced in A.6. unless otherwise approved by the state in writing.

A.3. Line 4. 1000182457 - The contractor shall completely name each file up to 7 fields per state specification and submit to the state no less than monthly a progress report that corresponds to the approved project plan and deliverables. The state specification for naming the files is Division-Zip-County Code-Map ID-Group ID-Parcel ID-Last Name-First Name-Subdivision Name-House Number-Street Name-Lot Number-Document Type-Approval-RDA. Each named file consists of an average of 4 pages.

A.4. Line 5. 1000182456 - The contractor shall provide scanning services for up to 5,000,000 pages, including color scanning of designated photos, maps, and charts. Scanning specifications shall include at a minimum OCR processing, DPI no less than 300, and document breaks per file.

A.5. The contractor scanning operations shall be within 25 mile radius of 312 Rosa Parks Avenue, Nashville, TN 37243 and allow the state access to records from 7:00 a.m. to 5:00 p.m. Monday through Friday during the period of the contract agreement.

A.6. Project Planning - Within 5 days of the effective date of the contract, the State shall provide to the contractor a prioritized inventory of files by county location that shall include a local point of contact. The Contractor shall present to the state within 10 days for review and approval a project plan that identifies milestones, responsible parties, and target dates that demonstrate completion of all services within one year from the date of the executed contract. The project plan may be amended by the contractor or the state with justification and written approval of both parties.

A.7. The contractor shall provide delivery of file storage supplies to county offices designated by the state within at least 5 business days of the target pick-up date identified in the approved project plan.

A.8. The contractor shall provide pick up services of prepared files within 5 business days of the target date identified in the approved project plan. Upon pick-up, files shall be stored by the contractor while awaiting digitization.

A.9. The contractor shall ensure quality control of 100% of the scanned files and submit to the state a .pdf formatted version for review and approval prior to submitting an invoice for scanning and quality control services.

A.10. The contractor shall provide to the state on the 15<sup>th</sup> day of each month dashboards representing progress completion for file pick-up, scanning, QA/QC, and indexing.

A.11. Upon written state notification of satisfied quality control, the contractor shall recycle the scanned files.